



# TOP TIPS FOR DEVELOPING ORGANISATIONAL SKILLS

## Set up a designated study area

Work with the child to set up a designated study area. This should be a space that is free of distractions and kept tidy and well-organised.

Help the child to achieve this by guiding them through the necessary steps – you may need to supervise and give regular reminders to reinforce the routine of keeping the area organised. Make sure the child has what they need to complete any homework such as pencils, pens, ruler, pencil sharpener, paper, calculator, dictionary, sticky notes and notepad. It's a good idea to label desk drawers or storage so the child knows where everything goes after use.

## Communicate with the child's school

Set up a communication system with the child's school teacher.

This could be a book that allows you and their teacher to keep track of homework, dates homework is due, upcoming assessments and work that has been completed. A calendar can be included and reviewed regularly with the child to help break down projects into smaller tasks.

Ask the child's teacher to offer gentle reminders for when they are supposed to write down an assignment in their workbook. This is an opportunity to ensure the task is understood and being written down correctly. The teacher can also check that the child has packed the correct books, homework and supplies in their bag at the end of the day to support good organisational skills at school.

## Help your child plan their day ahead

Planning for the day ahead could form part of the daily routine so the child knows what to expect during the day and at each point of their routine. An example would be coming home from school, getting changed, setting up their study area to start their homework, checking the calendar of assignments, writing a list of tasks with the support of a parent or carer and setting a time limit in which to complete them. This can be adapted based on the child's age and ability. Use visual and audio cues to support organisation such as daily routine timetables, lists, picture cards, a 'now and then' board, timers and phone alarms with reminders.

Ensure the child knows where to put their belongings and where to find them e.g, a shoe rack for shoes to help with memory and organisation. Help the child to colour-code their school books based on subject. For example, all books relating to maths could be blue and worksheets highlighted in the same colour to support their organisation. Speak to the class teacher to ask them to follow the same colour-coding so that the system remains consistent.

Supervise the child with their routines and support them to complete tasks, but try not to take over as this could impact their independence.